NASA

Goddard Space Flight Center

NO. GMI 7234.2

DATE June 16, 1986

MANAGEMENT INSTRUCTION

TITLE: FACILITY OPERATIONS MANAGERS

1. PURPOSE

This Instruction identifies the functions, responsibilities, and authority of the Facility Operations Managers (FOM's) at the Goddard Space Flight Center (GSFC).

2. REFERENCES

GMI 1700.2, Goddard Space Flight Center Health and Safety Program.

NHB 1700.1, Basic Safety Manual.

GMI 6730.5, Vehicle Reserved Parking.

Shuttle Space Transportation System (STS) Support Procedures.

GMI 1152.7, Facilities, Health, and Safety Committee.

3. POLICY

a. A Facilities Operations Manager shall be appointed by the Center Deputy Director for each building at GSFC, including both Greenbelt and Wallops sites. The FOM will normally be a manager from the majority resident Directorate in the building. The FOM's have overall responsibility for monitoring all matters that affect the safety, utilization, and general livability of their assigned buildings and facilities, including adjacent grounds, sidewalks, and parking lots.

b. Maintaining the safety and good housekeeping of GSFC facilities is the collective responsibility of every employee and each employee should initiate needed corrective actions through their line management. The FOM of their building should be notified of such actions, and shall be the central point of contact in implementing all building maintenance, repair, rehabilitation, and modification.

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4. RESPONSIBILITIES

a. SAFETY

(1) The FOM shall become familiar with applicable occupational safety requirements and consult with the Health and Safety Branch (H&SB) staff as needed to assist line managers in assuring that a safe work environment is maintained and that safe practices are observed.

(2) The FOM shall assist the H&SB in the conduct of scheduled (usually annual) building surveys and notify each division and branch manager of the scheduled surveys. The FOM shall also conduct informal quarterly walk-throughs of building areas to identify any health and safety hazards.

(3) The FOM shall inform the resident line and senior managers of organizations housed in the building of hazards relating to their occupancy that require corrective action. The FOM shall forward monthly reports showing completion and current status of open items to the H&SB with a copy to the cognizant Directorate representative on the Facility, Health and Safety Committee.

(4) In situations in which it is believed that a potentially significant or imminent danger to personnel or risk of property loss or damage may exist, the FOM has the authority to immediately take precautionary or remedial action, which includes but is not limited to stopping work, evacuating the facility, and initiating the response of emergency services personnel. The FOM shall inform H&SB of the emergency at the earliest possible moment.

(5) The FOM shall assure that an emergency evacuation plan for the building is prepared and submitted to the H&SB for review. The plan shall include procedures for the evacuation of handicapped personnel. The plan and posted evacuation routes shall be reviewed annually by the FOM for currency.

(6) The FOM shall appoint a Building Fire Warden, who will be responsible for implementing the building emergency evacuation plan. The FOM may assume this duty. A roster of personnel assigned emergency duties shall be maintained and periodically updated. The FOM should encourage these personnel to receive safety training, including the efficient and safe use of fire extinguishers.

(7) The FOM shall respond to the annual safety budget call through the Directorate resource manager to fund corrective measures for safety deficiencies in the public areas of the building and submit work requests as needed.

b. HOUSEKEEPING

(1) The FOM shall monitor and promote overall building housekeeping and forward to the Plant Operations and Maintenance Division (POMD) a monthly evaluation of the cleaning contractor's performance.

(2) The FOM shall have the authority to disallow the placement of existence of cabinets, furniture, or other items in the building's corridors, public areas, and penthouses and to cause the removal and disposition of items not authorized in these locations.

(3) The FOM must approve and help coordinate with the affected building occupants planned utility outages by the POMD and the Facilities Engineering Division (FED) and coordinate utility outages.

(4) The FOM has the authority to designate reserved parking areas and assign reserved parking spaces in accordance with criteria established by Center management and shall maintain a roster of the personnel assigned spaces.

(5) The FOM has the authority to have illegally parked vehicles ticketed and/or removed by Security.

(6) Where appropriate, the FOM shall provide the Security Branch with regular evaluations of security guards performance.

c. REHABILITATION AND MODIFICATION

The FOM shall review all POMD work requests and FED service requests for work and services required by the building occupants and POMD and FED shall inform the FOM of the scheduling for such work.

5. ADMINISTRATION

a. Alternates

The FOM shall designate alternates, with supervisory approval, who will function in the FOM's absence. An employee of an onsite contractor may be designated as an alternate with the concurrence of the contracting officer and the technical officer for the contract; the specific functions to be performed by the alternate shall be assigned by the FOM to the contractor who shall select the individual responsible employee.

b. Special Situations

There are some FOM duties that are applicable only to certain buildings during Shuttle operations. These duties are described in a document

titled "Shuttle Space Transportation Systems (STS) Support Procedures," which is approved by the Center Director.

Noel W. Hinners

Noel W. Hinners
Director

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NASA

Goddard Space Flight Center

ISSUANCE INFORMATION SHEET

TITLE: FACILITY OPERATIONS MANAGERS

1. PURPOSE

To reflect a change in responsibility for appointments of Facilities Operations Managers.

2. REVISION

On Page 1, replace Section 3.a. with the following:

a. A Facilities Operations Manager shall be appointed by the Center Associate Director for Programs for each building at GSFC, including both Greenbelt and Wallops sites. The FOM will normally be a manager from the majority resident Directorate in the building. The FOM's have overall responsibility for monitoring all matters that affect the safety, utilization, and general livability of their assigned buildings and facilities, including adjacent grounds, sidewalks, and parking lots.

3. CANCELLATION

None. File this change with the existing GMI in the Goddard Management Manual.

John W. Townsend

John W. Townsend, Jr.
Director

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